

**TCMS  
Student  
Handbook  
2022-23**



**High  
Expectations  
No  
Excuses**

Taylor County Middle School  
850-838-2516  
Principal, *Kasey Roberts*  
Assistant Principal, *Stuart Ely*

## **TAYLOR COUNTY MIDDLE SCHOOL'S CODE OF STUDENT CONDUCT**

All students who attend this school are expected to conduct themselves at all times in a manner which will contribute to the orderly productivity of the educational process and the safety of all students. In pursuit of this goal and in keeping with our school's philosophy and Chapter 76-236 of Florida Statutes, the Code of Conduct will be the standard of behavior expected of all students. All of our students are expected to behave in a manner that contributes to our positive school climate.

Please read this carefully and share it with your parents.

### **GUIDELINES FOR SUCCESS**

**Be Responsible**

**Be Respectful**

**Be Safe**



**B**e on time and prepared for all classes.

**U**tilize your skills in reading and writing.

**L**earn to be a team player.

**L**ook sharp - dress appropriately for school.

**D**o your best at everything you do.

**O**rganize your materials.

**G**ood attendance is essential.

**P**ositive behavior is rewarded.

**R**espect faculty, staff, and peers.

**I**nvest your time wisely.

**D**isplay good work habits.

**E**nthusiastically approach all assignments and projects.

#### **Vision Statement:**

□ Equip and inspire students to think, create, perform, and advocate

#### **Mission Statement:**

□ Our mission is to provide a positive, safe, healthy, nurturing, and respectful environment in which all students can learn and have the opportunity to become productive members of society.

## **BULLDOG TIDBITS**

### **OUR SCHOOL.....**

**Principal: Kasey Roberts**

**Assistant Principal: Stuart Ely**

**Mascot: BULLDOG**

**Colors: ROYAL BLUE, ORANGE and WHITE**

**Telephone Number: 850-838-2516**

**Fax Number: 850-838-2559**

**Address: 601 East Lafayette Street, Perry, Florida 32347**

**Web Site: [www.taylor.k12.fl.us](http://www.taylor.k12.fl.us)**

**RIGHTS OF STUDENTS:** All students enrolled at Taylor County Middle School have the following rights as students:

1. The right to learn without interference from other students or unauthorized persons on school premises.
2. The right to grow and learn in a healthy environment.
3. The right to be free from adverse moral influence.
4. The right of free speech and publishing, consistent with the constraints imposed by the Code of Student Conduct.
5. The right to freedom of assembly and association, consistent with the constraints imposed by the Code of Student Conduct and the rules of the Florida High School Activities Association.
6. The right to participate in school programs and activities, consistent with the constraints imposed by the Code of Student Conduct.
7. The right to equal access to curricular programs and services without regard to sex, race national origin, or religion.
8. The right of a hearing. A student threatened with expulsion shall be accorded his/her constitutional rights through due process.
9. The right to counsel. In any hearing before the School Board, the student has the right to be represented by counsel. However, there is no obligation on the part of the Board or other school official to furnish such counsel for the student.
10. The right to retain status. Once a student has been notified of a charge against him/her, or a recommendation for expulsion, the official status of the student shall not be altered except by affirmative vote by a majority of the Board.

**STUDENT GRIEVANCE PROCEDURE:** Some students may feel that they have been treated unfairly under the code and other rules and regulations. The following steps provide a fair resolution of student grievances, including complaints alleging any action which would be prohibited by Title IX.

1. Student/teacher conference.
2. Student/assistant principal conference.
3. Student/principal conference.

The first step taken by the student is with the member of the staff involved in the unfair action. If the grievance is not resolved after initial contact, the student may involve the parent(s), a guidance counselor, or any other person of the student's choice.

**STUDENT RESPONSIBILITIES:** Some of the responsibilities of the students who attend Taylor County Middle School are:

1. Students have the responsibility to attend school regularly and to use this educational opportunity to their fullest potential.

2. Students have the responsibility to make arrangements with their teachers for makeup work to be completed within the specified time
3. Students have the responsibility to provide the adequate explanation with proper documentation indicating the reason for each school absence.
4. Students have the responsibility to show respect for fellow students and school personnel. Students have the responsibility to respect school property and the property of other students.
5. Students have the responsibility to be aware of and abide by all applicable classroom, school and district rules.
6. Students have the responsibility to contribute toward the development of a positive climate in the school that is conducive to learning.
7. Students have the responsibility to utilize the educational experiences made available to them.
8. Students have the responsibility to protect the free speech right of others.
9. Students have the responsibility to refrain from slander and abusive language.
10. Students have the responsibility to refrain from publishing and distributing libelous or other unlawful materials, to seek full information on the topics about which they write, to observe the rules of responsible journalism, and to follow the guidelines of the school concerning publication.
11. Students have the responsibility to conduct themselves and their activities, consistent with the educational objectives of the school.
12. Students have the responsibility not to carry or conceal any such material that is prohibited by law or would detract from the educational process.
13. Students have the responsibility to adhere to the policies governing the use of lockers, which are the property of the school.
14. Students have the responsibility to participate regularly in their respective organizations and to conduct themselves in an appropriate manner.

**IT IS THE RESPONSIBILITY OF PARENTS/GUARDIANS TO:**

1. Send their children to school in good health.
2. See that their children attend school between the ages of six and sixteen.
3. Report and provide a written note explaining all absences from school.
4. According to Florida Statutes, parents are required to pay for school property damaged by their children.
5. Respond to notices for parent conferences.
6. Support school personnel in their efforts to discipline fairly.
7. Bring to the attention of school authorities any condition which affects the welfare of their child or other children.
8. Check on their child's progress-don't always wait to be notified by teachers.
10. Send notes if they want their child to leave school early for doctors' appointments, funerals, etc.
11. Parents have the right to inspect and review all education records of their children.
12. Parents have the right of signing for the release of their children's records to other agencies.

**IT IS THE RESPONSIBILITY OF THE SCHOOL SYSTEM TO:**

1. Make available adequate student services, some of which are: guidance services, psychological services, occupation and placement services, evaluation and testing, career education and health services.
2. Provide and maintain an atmosphere conducive to good behavior and learning.
3. Respect students by treating them fairly and impartially.
4. Plan a flexible curriculum and activities to meet the needs of all students and provide materials necessary to implement those plans.

5. Develop within the school a good working relationship among the staff and with students.

**IT IS THE RESPONSIBILITY OF TEACHERS TO:**

1. Maintain an orderly classroom.
2. Prepare adequate lesson plans for an effective program.
3. Encourage the development of trust, cooperation and responsibility.
4. Make an effort to improve the self-image of each student through positive reinforcement.
5. Deal with discipline problems personally until all strategies at the teacher's command have been exhausted.
6. Exemplify the high standards set forth in this code.

**SCHOOL DAY/ATTENDING CLASSES:** The school day at Taylor County Middle School is from 7:55 a.m. to 2:30 p.m. (time may be adjusted according to need) Students are expected to attend school and their regularly scheduled classes every day. The first bell will ring at 7:55, tardy bell at 8:00. Drop off will begin at 7:40. Please do not come before as there will be no supervision.

**TARDY TO SCHOOL:** Students entering the school after the second bell (8:00am) are considered tardy and must report to the Dean's Office for a tardy slip. The student should be accompanied by their parent or have a note explaining the reason for that tardy. If there is no valid reason for the tardy (see "excused absences"), then that tardy is marked as "unexcused", and the student's completed work missed during the unexcused absence may be deducted up to 50%. When a student is tardy to class, or late to school, that student will receive a referral for that tardy. The first Tardy will result in a Student Warning and Teacher Parent Contact, the second Tardy will result in a Student Conference and Parent Contact from Administration, and every subsequent Tardy will result in one of the following: 1) Lunch Detention, 2) Restorative Practice After School, or 3) Completion of a BASE assignment, as assigned by the Dean or Principal's Designee.

**TARDY TO CLASS:** If a student is late to class, the student will be marked tardy. When a student is tardy to class that student will receive a referral for that tardy. The first Tardy will result in a Student Warning and Teacher Parent Contact, the second Tardy will result in a Student Conference and Parent Contact from Administration, and every subsequent Tardy will result in one of the following: 1) Lunch Detention, 2) Restorative Practice After School, or 3) Completion of a BASE assignment, as assigned by the Dean or Principal's Designee. If a student is tardy to a class 15 minutes or more it is considered an absence from that class.

**PASSES FROM THE CLASSROOMS:** If a student needs to see the assistant principal, guidance counselor, school nurse, another teacher, etc. then that student, except in cases of emergency (injured, etc.), **MUST** report to their next period teacher for a pass.

**RESTROOM:** Restroom facilities are available for students to be used during their lunch period and PE classes. If emergencies occur at other times during the school day, classroom teachers may issue restroom passes to students. It is strongly recommended that students check with their next class/period teacher for a pass before using the restroom during the class change time. Students are to use the restrooms that are designated for them. Sixth grade restrooms are located at the end of B wing. Seventh grade restrooms are located outside of the gym. Eighth Grade Restrooms are located in the main hall.

**SIGN-OUT POLICY:** Students under eighteen years of age must have parent authorization to sign out from school during the school day. This means that the parent/guardian, themselves, or someone that they have given written authorization to must come into this school and sign their

student out. If the student returns during the same school day (ie., after a dentist appointment), then the student signs back in on the same log sheet in the front office. If a student is signed out and misses 15 minutes or more of a class it is considered an absence from that class. ***STUDENTS WILL NOT BE ALLOWED TO LEAVE CAMPUS UNLESS ACCOMPANIED BY THEIR PARENT OR GUARDIAN OR A PERSON PRE-APPROVED BY THEIR PARENT OR GUARDIAN IN WRITING IN ADVANCE OF THE DAY/TIME IN QUESTION.***

**EMERGENCY EVACUATION DRILLS:** During the school year all students will participate in emergency evacuation drills to promote safety and prepare students for emergencies. Your child's classroom teacher will go over the evacuation drill procedures. The following evacuation drills may be used: FIRE DRILLS, CODE RED DRILLS, OR EMERGENCY ACTION DRILLS. All faculty, staff, and students are required to leave the school's buildings and report to designated safe locations during each drill.

**BUS CONDUCT:** Riding a school bus is a privilege, not a right for students. In order to help ensure that all students arrive safely at school in the morning and home in the afternoon, there are a few simple rules that students are asked to follow. An infraction of any of these rules will be dealt with according to the school board approved school bus discipline matrix. These rules include, but are not limited to, the following:

1. Stand off the roadway while waiting for the bus.
2. Pupils must be on time, the bus cannot wait for latecomers.
3. Remain seated while the bus is moving.
4. Enter and leave the bus only from the front door, except in cases of emergency.
5. Walk ten (10) feet in front of the bus when entering and leaving the bus.
6. Silence is required at all railroad crossings.
7. Outside of normal conversation, classroom type conduct is required.
8. Do not put head, hands, or feet out the bus window.
9. No eating, drinking or smoking (use of any tobacco product) on the school bus.
10. The driver has the right to assign seats to promote order and safety on the bus.
11. Students must obey the bus driver at all times.
12. Do not damage the bus by scratching/writing on walls and seats, and do not cut the seats.
13. No throwing of objects inside or outside of the school bus.
14. No playing or fighting on the bus at any time.

**CODE OF CONDUCT ON FIELD TRIPS OR AT AFTER SCHOOL FUNCTIONS:** Field trips and after school functions are a part of this school's program of activities; therefore, the same Code of Conduct required at school will be enforced during these functions. The conduct of students at public events projects the image of our student body, therefore students shall meticulously observe the rules of conduct on such occasions. On trips or excursions, students are subject to the Code of Student Conduct and responsibilities of transported students. Strict observance of student bus rules are to be enforced on such trips. The rules of discipline as set forth in this handbook apply during the period of any school sponsored off-campus activity such as a sporting events, reward trips, etc..

**REPORT CARDS AND GRADING POLICY:**

Report cards will be issued on the following dates:

Nine Weeks	Report Cards Issued
1st Nine Weeks	Wednesday, October 19, 2022
2nd Nine Weeks	Wednesday, January 11, 2023
3rd Nine Weeks	Wednesday, March 29, 2023
4th Nine Weeks	Issued by Mail

**Grading Policy:** The Board approved grading system is as follows:

<b>Letter Grade</b>	<b>Numeric Range</b>	<b>Point Value</b>	
A	90-100	4	
B	80-89	3	
C	70-79	2	
D	60-69	1	
F	0-59	0	
I	N.A.	N.A.	Incomplete
S	N.A.	N.A.	Satisfactory
N	N.A.	N.A.	Needs Improvement
U	N.A.	N.A.	Unsatisfactory
N.G.	N.A.	N.A.	No Grade

**No Grade and Incomplete Notations:** The mark *NG* (no grade) will be given when a student has entered a course too late in a nine weeks' grading period to earn a grade. Grades for the remaining marking periods will then be averaged to provide a final grade for the semester. A mark of *I* (incomplete) will be used when a student has not completed all the course work for that nine weeks (i.e. due to an excused absence) and will be given time during the next grading period to finish those assignments.

**End of the Year Report Card:** Students will bring a self-addressed stamped envelope and their report card will be mailed.

**Summer Reading List:** A summer reading list is provided in Focus.

**Promotional Policy for Taylor County Middle School:** To be eligible for promotion within the Middle School, a student must satisfactorily complete a minimum of five subjects per year, which must include language arts, math, science, social studies, and one other subject or two semester subjects, and score satisfactorily on state assessments.

### **Student Records and Privacy**

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents must submit a written request to the principal that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that you believe is inaccurate or misleading. Parents must write the principal, clearly identify the part of the record the parent wants changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify the parent of the decision and advise the parent of their right to a hearing regarding the request for amendment.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A

school official is a person employed by the district as an administrator, supervisor, instructor, or support staff; the person elected to the school board; or, a person or company with whom the district has contracted to perform a specific task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Personal identifiable information will be released without consent to appropriate officials in emergency situations, to comply with a lawfully issued subpoena and in cases involving compulsory school attendance and child abuse.

### **General Information for Students, Parents/Guardians:**

**Parent/Teacher Conferences** - If parents/guardians wish a conference for academic reasons, please call our guidance office at 838-2571. If a conference is desired for disciplinary reasons, please call our deans office at 838-2517.

**Accidents** - Any accident occurring on campus or during school hours should be reported immediately to the teacher so that the proper accident reports can be completed and the student can receive the first aid necessary. If a student has school accident insurance, medical attention should be received within 30 days following the accident to receive benefits. Claim forms are available in the front office.

**Announcements** - Announcements of general interest are made daily at the beginning of each school day.

**Insurance** - During the first week of school, all students will receive (to take home to parents) applications for a low-cost insurance plan. It is strongly recommended that parents take advantage of this offer.

**Lunch**- The school policy of TCMS is that students must remain on campus during their lunch time. Parents/guardians are not permitted to have lunch with their child on campus. Lunch deliveries to students will be permitted only on Fridays. Parent(s)/Guardian(s) are responsible for exchanging lunch in-person to their student(s). This means that third party delivery services, as well as apps such as Watr are not permitted for student lunches.

**Cost of Student Lunch Programs** - Due to the State Wellness Program school lunches and breakfasts will be covered by free lunch program. This does not include pizza and fries.  
*Students are not allowed to charge lunches at TCMS.*

**Lost and Found** - All found articles should be turned into the Dean's Office. All lost or stolen articles should be reported to the Dean's Office.

**Use of Telephone/Messages to Students** - If an emergency occurs that would require a student to use a telephone, teachers should allow students to use the classroom phone unless the circumstance requires that they use the dean's office telephone. This is for EMERGENCIES ONLY. Students must make plans for activities (i.e., go home with another student, stay for after school activity, etc.) before or after school, not once they arrive on campus. This will keep our school's phones free for emergencies and school business. Parents, please remember that only emergency calls to your students will be delivered through the front office. Due to the time constraints of getting a message to your student before the 2:30 bell rings, please do not call with a message



for your student after 2:00.

**Cell Phones:** Students may have cell phones on campus, but must keep them turned off and in their backpacks during school hours, 7:55 AM –2:30 PM. Cell phone use is prohibited during school hours unless otherwise instructed by the principal.

**Smart Watches:** Students may have a smart watch on campus, however, they are not allowed to use them to text, make calls, video, take pictures, or as a tool in the classroom. If your child is found to be using them, it will be taken up and the parent will need to pick up from the Dean's Office. The rules that apply to cell phones will be the same rules that will apply to smart watches.

**Homebound Instruction** - Any student that will be absent from school for a minimum of three weeks with a doctor's authorized signature may be eligible for homebound student status. Please contact the guidance office.

**Homework** - Home study is a necessary part of each student's educational program. Each student is expected to spend some time studying, in addition to the scheduled classroom instruction time, to achieve satisfactory work.

**Make-up Work** – Students returning to school after an excused absence shall have a time period equal to the number of days excused or a minimum of five (5) days, whichever is greater, to make up missed work. It is the student's responsibility to make arrangements with their teachers to complete missed work. If reasonable doubt exists regarding a sickness or injury, the principal is authorized to require a statement from an accepted medical authority. Failure to comply with this requirement shall result in the absence being unexcused. An incomplete grade must be completed within 3 weeks of the end of grading period unless prior arrangements have been made.

**Drug Free Work Place** - The School Board maintains a drug-free workplace. Drug abusers will be prosecuted as prescribed in the Drug Free Work Place Act of 1988

**Videotaping**– Videotaping of classrooms for instructional purposes is an accepted practice in the Taylor County School District.

**Reasonable Accommodations Provided** - Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs and activities of the School Board are required to notify the administrator at the school/center at which the event or service is offered, in advance, to request reasonable accommodation.

**CLINIC PROCEDURE:** Taylor County Middle School is proud of the clinic and health services offered to our students. The rules that we have are designed to allow all students equal access to the clinic and school nurse without interfering with the normal educational process.

**All** students must have an **Emergency Medical Form** on file. This will allow the nurse to notify the appropriate people in case of emergency. It will also list those persons that the parent/guardian has given permission to take that student off campus if illness or an injury has occurred. **Please return your child's Emergency Medical Form to his/her homeroom teacher during the first week of school,** and notify the school nurse as soon as possible if any changes occur in home/business telephone numbers, or if any additional information needs to be added.

**It is requested that these procedures be followed when using our Clinic:**

1. Written parental consent on Taylor County School Board form is required before **any** medication can be administered. This form may be obtained in the clinic, and should explain the necessity for such medication to be provided during the school day.
2. Parents are responsible for providing and bringing necessary medications to the school clinic in its **original container**. For prescription medicines, the bottle must have a legible pharmacy label with the student's name, current dosage and frequency, and the name of the prescribing physician on it. For "over the counter" medications, the store label must be present and the bottle must be marked with the student's name.
3. Students are **not** permitted to bring to school or carry medications of any kind in his/her pocket, purse, backpack, etc. during school hours and on the school campus. Asthmatic students may be allowed to carry inhalers with signed physician and parental consent. These consent forms may be obtained from the school clinic.
4. **No** medication will be administered at school unless these requirements are met.
5. There shall be no liability for civil damages as a result of the administration of medication as specified in Fl. Statute 232.46.
6. **Students who are sick are encouraged to stay home** until they feel well enough to attend school all day.
7. If a student becomes too sick to stay in class, or is seriously injured, he/she will report to the clinic with a pass from his/her classroom teacher. The school nurse or clinic aide will notify this student's parent/guardian.
8. Students **may not** go to the clinic between classes or at break time. They must report to their next class and there they may receive a pass from that teacher to go to the clinic.
9. The clinic is not designed as a social center. Students may go only if they are ill or injured. **STUDENTS MAY NOT "VISIT" WITH ANYONE IN THE CLINIC.** Once our school nurse or clinic aide has administered whatever care is warranted, the student must return to his/her classroom.

**CLASSROOM TRANSFER PROCESS:** A parent has the right to request that his or her student be transferred to a different classroom teacher; however, this does not give a parent the right to choose a specific classroom teacher. A request for such transfer is to be made in writing to the school principal. Within 2 weeks after receiving the request, the school will approve or deny the request. A denial of such a request shall specify the reason(s). The school principal's decision is final.

A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled; however, this does not give a parent the right to choose a specific classroom teacher. A request for such transfer is to be made in writing to the school principal. The school district must approve or deny the parent's request and transfer the student to a different classroom teacher within a reasonable period of time, not to exceed 2 week, if an in-field teacher for the course or grade level is employed by the school and the transfer does not violate maximum class size pursuant to s.1003.03 and 3677 s.1, Art IX of the State Constitution. If a request for transfer is denied the school must notify the parent and specify the reason(s).

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance: "I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; one nation under God, indivisible, with Liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The Pledge of Allegiance to the flag shall be recited at the beginning of the day in each public, elementary, middle and high school in the state.

Upon written request by his or her parent, a student may be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes, as provided by Pub. L. ch.77-435, s. 7, approved June 22, 1942, 56 Stat. 377, as amended by Pub. L. ch.77-806, 56 Stat. 1074, approved December 22, 1942.

**GUN FREE SCHOOLS ACT:** 1006.13.(2) The zero tolerance policy shall require students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year, and to be referred to the criminal justice or juvenile justice system. (a) Bringing a firearm or weapon, as defined in Chapter 790, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at the school. (b) Making a threat or false report, as defined by ss.790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity.

### **6-12 Extra-Curricular Activities Eligibility Requirements**

TCMS offers a variety of sports, clubs, and other extra-curricular organizations in which we encourage students to become involved in. Selection of members and participation in these extra-curricular activities varies. Please consult with the coaches/sponsors if you have any questions on specific requirements.

Before a student may participate or practice, he/she must adhere to the following policies:

1. Eligibility for Athletic Participation: Must be in accordance with all the Florida High School Activities Association Eligibility Standards. Students must have at least a 2.0 GPA
2. Try-Outs: No student may try-out for a team after the designated sign-up/formal practices have begun. Exceptions may be granted for following conditions: documented illness, transfer, participating in another sport, or pre-approved absence.
3. Insurance: All athletes must have insurance provided by school or parents, or submit a written release of responsibility by school from parent or guardian.
4. Physical: All athletes must have an up-to-date physical before beginning practice.
5. Parent Consent: All athletes must have a consent form signed by parent or guardian before beginning practice.
6. Birth Certificate: All athletes must show proof of age by submitting a birth certificate to the coach for registration.
7. Equipment: All athletes are responsible for the equipment issued to them. Lost or mishandled equipment will be charged to the athlete.
8. If a student athlete's conduct results in an FHSAA fine, the student is responsible for paying the fine. The student will not be eligible to participate in any athletic event until the fine is paid in full.
9. A student violating the saggy pants rule a second time may be ineligible to participate in extracurricular activity for a period of time not to exceed 5 days and for a third offense or subsequent offense be ineligible for a period not to exceed 30 days.
10. Discipline: Students on suspension cannot participate in extra-curricular activities during the suspension.
11. Students must be in attendance for at least ½ the school day to be eligible to participate in extra-curricular activities that same day.
12. Students who have violated the district's drug and alcohol policy are not eligible to participate in extra-curricular activities until they have completed a rehabilitation program with an accredited counseling service provider and provided the school with a clean drug test.

**STUDENT ORGANIZATIONS AND ATHLETICS:** Taylor County Middle School offers many

varied activities for our student body. Students need to remember that participation in these clubs and organizations is a privilege and must follow all school and district rules when meeting or acting as this school's representatives in concerts, games and competitions.

### **ORGANIZATIONS:**

1. Student Council Officers- Eligibility is based on a minimum 2.0 G.P.A. and teachers' recommendation. Qualifying students are voted on by the entire student body, with elections held in the fall of each year. Positions are: President (8th grader); and Vice President (7th grader); Secretary (7th or 8th grader); Treasurer (7th or 8th grader); and Representative at Large (8th grader). Meetings are held monthly. Activities include; school socials, school assemblies, and school and community service projects.
2. Class Officers- Qualifying students must have the same grade point average (G.P.A.) as Student Council Officers. These candidates will be voted on by their respective classes. Positions are: 6th Grade, President, Vice President, Secretary, & Treasurer, 7th grade: President, Vice-President, Secretary & Treasurer, 8th grade: President, Vice-President, Secretary & Treasurer
3. National Junior Honor Society- (ERUDITE CHAPTER) After the first semester, 7th grade (and 8th not previously inducted) students who have maintained a grade point average of 3.5 or better will be eligible for membership. Further requirements include: character, scholarship, leadership, service, and citizenship. Members' grades are evaluated each nine weeks. One nine weeks of probation will be permitted.
4. Academic Team- The Academic Team is composed of students who represent TCMS in the Big Bend area academic competitions held each Spring. Sixth, seventh and eighth grade students are permitted to audition and become members.
5. Additional Clubs- Clubs not yet planned could be developed provided that they have the support of the faculty and principal.

**ATHLETIC PROGRAMS:** We are a member of the Florida High School Athletics Association, Inc. This membership requires certain restrictions by which we must abide. These restrictions include:

1. Parent consent.
2. Proof of accidental insurance.
3. Physician's certificate of good health.
4. Promotion from the prior school year. However, a student may become eligible if he/she passes the first grading period of the next school year.
5. Each student will be required to maintain a GPA of 2.0 at the end of the first semester, and throughout the remainder of the year.
6. You can participate only once as a seventh grader, and once as an eighth grader.
7. A student must be under 16 years of age on August 31 of any school year.
8. Drug Form

Team activities offered for grades 6, 7, and 8:

Football	Boys' Soccer	Girls' Softball	Cheerleading
Boys' Basketball	Girls' Soccer	Boys' Baseball	Majorettes
Girls' Basketball	Girls' Volleyball	Dance Team	Tumble Team

**ACTIVITIES:** During the school year special programs and activities are planned for our students. These include:

1. Band concerts.
2. Field trips: incentive trips based on both good academic performance and school citizenship and academic trips related to academic instruction.
3. Honor roll trips (these field trips are sponsored by our National Junior Honor Society as a reward to those students who have earned a "B" average or better in all subjects taken).
4. Special assemblies and attendance reward activities.
5. After school socials, dramas, and activities.
6. Yearbooks - Yearbooks are available for students to purchase each year. The yearbook staff will start taking orders at orientation.

**END OF THE YEAR AWARDS ASSEMBLY:** At the end of each school year, usually during the last two weeks of school, the faculty and staff of Taylor County Middle School present special awards to our students who have demonstrated outstanding achievement during the school year. These awards include, but are not limited to:

1. Academic Achievement Awards
  - a. Achievement Award-highest G.P.A. in a subject area.
  - b. Merit Award-next highest G.P.A. in a subject area.
2. Citizenship Award-Given to one boy and one girl from each team (6th, 7th & 8th) who exemplifies positive leadership, patriotism, and service to school and community.
3. Principal's Award-Given to one boy and one girl from each team (6th, 7th & 8th) who exemplifies outstanding performance in both academic and service to this school.
4. Perfect Attendance Awards-Given to students who have not been absent from school during the school year.
5. Sam Turner Award-Given to the girl and boy in the eighth grade from one of our teams who has demonstrated good sportsmanship and high academic performance.
6. Dean Mann Award-Given to outstanding 8th grade band student.

**OTHER SCHOOL CAMPUSES:** No Taylor County Middle School student should be on another school's campus before school, during the school day, or after school, unless they have received authorization from this school's principal. Students who do not comply with this rule are considered to be trespassing and are subject to arrest or disciplinary action depending on the circumstances. **DO NOT GO ON OTHER SCHOOL'S CAMPUSES.**

**PROHIBITED ITEMS:** These items should not be brought on to this school's campus:

1. Alcohol, drugs, or controlled substances, or drug-related materials.
2. Weapons of any kind, including firearms and knives.
3. Gambling devices including cards and dice.
4. Cameras, radios, tape players or CD players of any kind.
5. Chewing gum.
6. Hats.
7. Fireworks, water pistols, or shaving cream.

8. Any item to be sold for a non-school sponsored organization.
9. Items of significant value, including trading cards.
10. Electronic pagers.
11. Athletic equipment (i.e. bats, balls, mitts) unless required by coach.
12. Any item that may cause a disruption in the classroom or at school.
13. Taylor County Middle School will not be responsible for any damage, loss or theft of a cellular phone.
14. As with all other valuable items, it is recommended that you do NOT bring them to school.

**VISITORS:** Any visitor must gain admission to the building through the main office. Students are not allowed to have visitors accompany them to classes who are not their parent or guardian.

**SCHOOL DAY PICTURES:** This year's fall pictures will be taken on Wednesday, September 7<sup>th</sup>. If a student is absent on picture day, they may have their picture taken on Wednesday, October 19<sup>th</sup>. Students are requested to wear appropriate apparel so that they will be pleased with their appearance in our school's yearbook. Apparel must meet school guidelines or the picture will not be taken.

**TEXTBOOKS and Technology Device:** Textbooks and technology devices (ex. laptops) are loaned to students for use during the school year. Once assigned to a student, textbooks and technology devices are that student's responsibility. Since textbooks and technology devices are very expensive to replace (the average cost of a textbook is \$60.00 and laptop is \$200-400), students are asked to take special care in their use and storage. If a textbook or technology device is lost or damaged, the student will be asked to pay for that textbook or technology device. **Students will not be issued take-home textbooks if they owe for textbooks from previous years.**

**MEDIA CENTER:** The Media Center is one of the most helpful and widely used learning centers in the school. Therefore, proper behavior and consideration of others using the center is of utmost importance. This is a privilege which must not be abused. The center operates under the following rules:

1. The Center is open for use from 8:10 a.m. until 2:20 p.m. to students with a pass.
2. A Media Center pass, signed by a teacher, is necessary for admittance.
3. Upon leaving the Media Center, make sure that the media center slip is signed by a media staff person and returned to the teacher who issued the permit. All students must return to their regular class within three (3) minutes of the departure time on the media center slip.
4. Books in regular circulation may be checked out from the center for a period of two weeks and may be renewed at the end of that time. Students may check out two books at a time.
5. A fine of five (5) cents per day is charged for overdue books. Students who owe overdue fines or who owe for lost books will not be allowed to check out more books.
6. Stealing any materials from the center is a serious offense and will be dealt with accordingly.
7. Library/Media Center privileges will be taken from students who do not comply with the above rules.

**STUDENT RULES FOR COMPUTER USE:** Students are responsible for appropriate behavior on computers at school. Computer files, including e-mail, are not private. The use of the school's computers and computer networks, computer software, data files, Internet access, and intellectual property is intended for educational purposes only and is a privilege. The privilege may be revoked and/or other disciplinary action taken for violation of any of the following rules.

**Students may not:**

1. Share computer account IDs and passwords, except when authorized.
2. Create, copy, receive, or use data, language or graphics which are obscene, abusive, harassing, or otherwise inappropriate at school.
3. Access, change or delete computer programs, data files or electronic mail belonging to others, without express permission.
4. Steal or destroy the school's computer hardware or peripherals (printer, mouse, monitor, modem, cable, connector, etc.).
5. Steal or destroy computer software or data files owned by the school or other persons.
6. Violate or attempt to violate the security of the computer/network systems; student may not attach or install any personal communication device to the District's computer/network systems.
7. Take unauthorized actions which deny access to, disrupt, or destroy the service of the computer/network systems.
8. Make unauthorized or unlawful installation of personal computer software on the school's computers or the computer networks, including, but not limited to, games, virus programs, and applications software. Student provided software must be used only in accordance with the license agreement.
9. Use computers, computer networks, or computer peripherals (printers, mouse, monitors, modems, etc.) to commit a forgery or to create a forged instrument.
10. Reveal personal address, phone numbers, or other personal information of self or classmates without approval of teacher or parent.
11. Use the District's network resources or the internet for product advertisement, commercial activities, political campaigning, or solicitation.
12. Use computers, computer networks, computer software, data files or intellectual property in any unauthorized way. Messages relating to, or in support of, activities that are prohibited by law or Board policy will be reported to the authorities and may result in the loss of user privileges and/or other discipline.

**Social Media Policy**

Rules of Engagement for Social Media Platforms The Taylor County School District's Facebook and YouTube accounts are meant to be another source of information to the community, as well as a place for the district to engage with its stakeholders. We welcome the opportunity to hear from you and encourage your participation. At the same time, we would like to establish some rules for engagement. We expect that the people who use our pages exercise civility and common sense when posting comments to our pages. Please remember that your comments can be viewed by many people in our community and are in the public domain. While the district does not want to limit the opinions or comments of its community members, certain types of comments will not be tolerated. We reserve the right to delete posts that: \* Are vulgar or profane; \* Contain personal attacks or accusations; \* Could be offensive to or target specific ethnic or racial groups; Incite violence; \* Encourage others to break the law; \* Could be considered campaigning for a political office; \* Easily identify students and/or staff in defamatory, abusive or generally negative terms; \* Promote services or products; or \* Are rude or deride the opinions of others. Thank you for observing the rules of engagement and we welcome your participation and feedback. If you have any questions or concerns about your school's Facebook page, please email or call your child's school

**Florida Virtual School:** Florida Virtual School is a fully accredited public virtual school that offers free online courses to middle school and high school students in Florida. It provides options for students, parents, school districts and schools. For more information you can visit [info@flvs.net](mailto:info@flvs.net) and get information regarding planning for education for your child, or visit [http://www.flvs.net/students\\_parents/index\\_of\\_links\\_sp.php](http://www.flvs.net/students_parents/index_of_links_sp.php)

**Moment of Silence:** A moment of silence will be held each morning during announcements for 1 minute. This will be a time for EVERYONE to be silent and think through their day. HB 529: Principals of each public school shall require teachers in all grades to set aside at least one minute but not more than two minutes daily for the moment of silence. Teachers may NOT make suggestions as to the nature of any reflection that a student may engage in during the moment of silence.

**TCMS COVID-19 Policies:** TCMS encourage students, faculty, and staff to perform daily health screenings at home for infectious illnesses, including COVID-19. We ask that students, faculty, and staff with signs or symptoms of infectious illness, including COVID-19, stay home when sick and/or seek medical care. Students, faculty, and staff are encouraged to wash and/or disinfect their hands often.

In the event a TCMS student, faculty and/or staff member tests positive, the program, classroom, and/or affected students, faculty, and staff may be required to enter a mandatory self-quarantine period following CDC and Health Department protocol. Students/faculty/staff who test positive, have direct contact with, or have been knowingly exposed to someone testing positive for COVID-19, must notify school administration.

### **Student Dress Code 6-12**

The dress and grooming of students at Taylor County Middle and Taylor County High Schools shall contribute to the health and safety of the individual, promote a positive educational environment and not disrupt the educational activities and processes of the school. Because inappropriate clothing worn by a student is detrimental to the school program, the wearing of garments suitable for school shall be encouraged. All faculty and administrative staff shall be on the alert to give positive guidance in these matters, without embarrassment to the student. These rules on the personal appearance of students are intended to enable the students of TCMS and TCHS to dress casually but reasonably. However, the school principal is the final authority regarding the appropriateness of student dress. Nothing in these rules shall be construed to preempt the principal's authority to act in specific cases when, in the principal's judgment and discretion a student's dress threatens to disrupt the educational process or the good order and discipline of the school or is otherwise inappropriate.

A student's apparel and grooming shall be the responsibility of the individual student and his or her parents or guardians. Each student is expected to dress appropriately and in such a manner that it is respectful to self and others. Dress and grooming shall be clean, healthy, and safe and shall not be permitted to disrupt the teaching and learning environment. Items that when worn together are usually indicative of gang memberships, or apparel that contains a message that is obscene, racist, or promotes illegal activities, (weapons, drugs, alcohol, or tobacco products) shall not be permitted on school grounds or at school functions. Also, attire may not be worn on school grounds or at school functions that depicts political statements and/or propaganda that is deemed disruptive to the learning environment by the principal or designee. Students shall not wear



sunglasses or hats in the classroom, hallway or other indoor instructional spaces. This dress code is designed to promote safety and good hygiene as well as allow students the convenience of dressing comfortably while at school. Encouraging students to dress appropriately for school will prepare them to be productive members of society.

### **Dress Code specifics**

1. Shorts, Skirts, Skorts and Dresses: Clothing should not be shorter than 4”above the knee. This also includes slits.
2. Shirts: Shirts, tops, jackets, dresses or blouses should cover all aspects of the bosom, chest, stomach back and sides. This should also include when arms are raised above the head.;
  - a. Cleavage should not be visible.
  - b. Tank tops, tube tops, halters, racerbacks, cutouts, Sheer materials or spaghetti straps are not permitted as a primary top.
  - c. Beachwear and sleepwear/pajamas/bedroom clothes are not permitted (unless preapproved by the principal).
  - d. Undergarments should not be visible at any time.

Last updated, 08/2022, Pending Board Approval

3. Pants: Pants should fit appropriately, without sagging, and hide all undergarments. (Underwear, boxers, shorts, etc.)
  - a. Any pants with holes or slits 4” above the knee are unacceptable.
4. Hats: Head coverings are not permitted on campus. This includes but is not limited to hats, hoods, bandannas, do- rags, and caps. Exceptions may be made by the principal for special school activities or if the student is a member of a legally recognized religious organization requiring head covering or if there is a legitimate medical necessity.
5. Shoes: Shoes must be worn at all times and conform to the safety requirements of any activity in which the student will take part. Open-toed and backless slides are acceptable if they are sturdy and fit securely. Bedroom shoes or slippers are not permitted (unless pre-approved by the principal).
6. Accessories and Jewelry: Accessories and jewelry must not be sexually suggestive or feature crude or vulgar commercial lettering, printing, or drawings which would be offensive or insensitive to anyone on campus. They may not depict drugs, tobacco, alcohol, or be indicative of gang membership. Accessories and jewelry must not be capable of causing physical harm (i.e. fish hooks on caps, spikes on bracelets or necklaces). Also, suggestive or offensive accessories are not permitted.
7. Clothing for special programs (i.e. physical education) is not to be worn in the regular classroom. Uniforms for sports and special activities sponsored by the school and district may be exempt from the Student Dress Code if approved by the administration.

Any administrator or designee shall make the final determination concerning questions regarding the appropriateness of dress for school and for school sponsored functions. Students who dress in a manner inconsistent with the approved Dress Code Policy will be required to change their

clothes. Students may be sent to ISS temporarily while they wait for their parent or guardian to arrive with clothing that meets dress code.

Personal attire may be in the style of the day, but clothing that is immodest, revealing, or distracting in character is unacceptable. Clothing, piercings and accessories shall not be worn if they display profanity, violence, discriminatory messages, sexually suggestive phrases, advertisements, phrases or symbols of alcohol, tobacco or drugs or create a safety issue within the learning environment.

In accordance with statutory requirements, and as more particularly specified in the standards for boys and girls below, students are prohibited from wearing clothing that exposes underwear or that exposes body parts in an indecent or vulgar manner.

- Students must wear shoes that are safe and appropriate for the learning environment.
- Sneakers/Tennis Shoes must be worn at PE.
- Skirts, dresses, shorts, baggies, no shorter than four inches (4") above the top of the knee, are acceptable. Skirts shorter than four inches (4") above the top of the knee worn with leggings or tights are not acceptable. The 4" inch requirements apply to both male and female students.
- Gang graffiti will not be drawn or worn on backpacks, notebooks, folders, papers, clothing or any other object or on the body of any student or person on school property.
- Standards: attire (pants, jeans, shorts, etc.) must be worn at the waist. No boxer shorts or underwear may be visible.
- Short skirts and/or short shorts are prohibited. Skirts must be no shorter than 4" above the knee.
- Revealing clothing, pajamas and lingerie are not acceptable.

**Discipline for Failure to Follow the Dress Code Policy SB 228- Code of Student Conduct amends F.S. 1006.07 to include disciplinary action to any student who violates the dress code policy.**

## **ATTENDANCE REGULATIONS**

The Legislature finds that poor academic performance is associated with nonattendance and that school districts must take an active role in promoting and enforcing attendance as a means of improving student performance. The Legislature finds that early intervention in school attendance is the most effective way of producing good attendance habits that will lead to improve student learning and achievement.

Attendance procedures shall be carried out in accordance with Taylor County School Board Rule 5.02, Florida Statute 1003.26, and the Code of Student Conduct and Attendance Policies.

1. According to FS 1003.26, any student between the ages of 6 and 16 is within compulsory school attendance age requiring regular school attendance. Parents of a child within the compulsory school attendance age shall be responsible for such child's attendance as required by FS 1003.26. It is understood that ALL students will be subject to the stipulations within this attendance policy. Attendance is required of all students for at least 180 days of instruction or the equivalent as provided by law, except for absences which are excused or as otherwise provided by law.
2. Attendance is defined as the actual presence of a student at school or away from school on a school day engaged in an educational activity that constitutes a part of the school-approved instructional pupil program.

## **Policies Governing K- 12 Attendance**

**Absence is defined as the nonattendance of a student on days that school is scheduled to be in session. Absences may be defined as excused or unexcused in accordance with local policy.**

### **Excused Absences**

*In compliance with Florida School Laws, the Taylor County School Board recognizes excused absences as those resulting the following:*

- *Absence resulting from sickness, injury or other insurmountable conditions or participation in an approved academic program or class;*
- *Participation in the observance of a religious holiday or in religious instruction;*
- *Death in the immediate family of the student. (Immediate family is defined as parents, siblings, grandparents, aunts and uncles, and in some cases, other persons in the household);*
- *Documented doctor or dentist appointments;*
- *Pre-excused educational/field trip; and*
- *Insurmountable weather conditions.*

Students who miss one (1) or more periods during the school day must, within three (3) school days, bring a note from a parent or guardian stating the reasons for that absence. Excused absences are described above.

If a student fails to bring a note within three (3) school days after being absent, or if the reason is not a valid one, the student will receive an unexcused absence for the days/classes missed and the following rules will be in effect.

- students will receive credit on work made up from an excused absence, and will receive at least ½ credit on completed work missed during an unexcused absence, as well as suspensions
- Work completed in OTI will receive full credit, as well as students with pending expulsion hearings
- Make-up work for excused absences not turned in on time will result in teachers deducting up to 50%; and
- Students with unexcused absences and determined to be truant or skipping are subject to disciplinary action.

Students returning to school after an excused absence shall have a time period equal to the number of days excused or a minimum of five (5) days, whichever is greater, to make up missed work. It is the student's responsibility to make arrangements with their teachers to complete missed work. If reasonable doubt exists regarding a sickness or injury, the principal is authorized to require a statement from an accepted medical authority. Failure to comply with this requirement shall result in the absence being unexcused.

**\*\*\*TCM§ will accept three (3) parent notes per semester. A doctor's note is required after that.**

### **Unexcused Absences**

- (1) Inadequate or unacceptable reason for the absence; i.e. car trouble, oversleeping, alarm and power failures are all unexcused (2) Results from school disciplinary action (3) Truancy

Parents will be notified of unexcused or unexplained absences. If a pattern of non-attendance develops, parents will be asked to conference with school staff and participate in efforts to remediate the situation. If unexcused absences continue, truancy procedures will be initiated.

### **Pre-excused Absences**

Absences for vacation or other anticipated reasons must be given prior approval from an administrator and the student must make arrangements for completion of work prior to the absence. Students with excessive absences will not be excused for such reasons.

### **Make-up Work:**

When a student returns to school after an ABSENCE, missed work must be made up within a time period equivalent to the number of days absent or a maximum of five days, whichever is greater.

- When a student DOES NOT complete make up work within the required length of time specified above, a grade of "F/O" shall be assigned for missed work or any un-finished portion thereof.
- If a make-up period of an ABSENCE extends through the end of a grading period, the student shall be given a mark of INCOMPLETE (I) on the report card. This "I" must be removed before the end of the next marking period, either with a passing or failing grade or the withdrawal of the student due to excessive absences.
- Incomplete work carried over into a new marking period must be made up within the period equivalent to the number of days of excused absence.
- Marks of incomplete (I) must be removed at the end of the next marking period by assigning a numerical grade score between 0 and 100.

### **Monitoring of Absences**

As outlined in FS 1003.26, upon each unexcused absence, or absence for which the reason is unknown the school principal, or his or her designee, shall contact the student's parent to determine the reason for the absence. If

the absence is an excused absence, the school shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up within a reasonable time.

During the nine- (9) weeks grading period the following actions will take place:

- On the third absence, the student's school will make contact the parent.
- On the fifth absence, the student's school will mail home a letter informing the parents of the five absences for the nine weeks and the consequences of such absences.

If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar day period, the student's primary teacher shall report to the school principal or his/her designee that the student may be exhibiting a pattern of nonattendance. As per F.S. 1003.26, habitually absent students will be referred to the Multi-Tiered System of Support Team and an attendance conference will be scheduled with the parents/guardians. Chronic absenteeism of 15 unexcused absences, or more, in a 90-day period shall result in referral to truancy court.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):**

### **Student Records and Privacy**

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to student's education records. These rights are:

- \*The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents must submit a written request to the principal that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- \*The right to request the amendment of the student's education record that you believe is inaccurate or misleading. Parents must write the principal, clearly identify the part of the record the parent wants changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify the parent of the decision and advise the parent of their right to a hearing regarding the request for amendment.
- \*The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff; the person elected to the school board; or, a person or company with whom the district has contracted to perform a specific task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Personal identifiable information will be released without consent to appropriate officials in emergency situations, to comply with a lawfully issued subpoena and in cases involving compulsory school attendance and child abuse.

**SEXUAL HARASSMENT POLICY STATEMENT:** Taylor District Schools have adopted sexual harassment policies and will not tolerate sexual harassment by any of its students, employees, or volunteers based on race, color, sex, age, religion, disability, creed, marital status or national origin. A complete description of the student and employee sexual harassment policy is located in the School Board Policy Handbook and at each school site.

**SEARCH AND SEIZURE:** It is the goal of the School Board of Taylor County that all school environments remain safe and students remain free from harm. These procedures are implemented as a means of achieving that goal through the use of personal searches, searches of property and searches of motor vehicles upon school property. It is the intent of the School Board that searches be conducted in the least intrusive manner possible in order to protect the health, safety and welfare of students, faculty, staff and visitors.

**TYPES OF SEARCH:** The rights of students as citizens to be free from unreasonable search shall be preserved in the schools, however, when an administrator has a reasonable suspicion that an individual possesses an item of contraband, the following types of search may be utilized as appropriate.

1. Search of the person.
2. Search of property (lockers, containers or parcels and motor vehicles).

A complete description of the student and employee search and seizure policy is located in the School Board Policy Handbook and at each school site.

**VIOLENCE AGAINST SCHOOL DISTRICT PERSONNEL:** Battery or assault against any school personnel by a student is a Level 4 violation of this Code. If you, as a student, use force or violence, accidental or intentional, against school personnel you will be suspended from school and the principal will recommend that you be expelled. Subject to federal and state law, if you are formally charged with a violation of *F.S. 784.081* (assault, aggravated assault, battery, or aggravated battery upon a school employee) you will be removed from the classroom immediately and placed in an alternative school setting pending disposition. If you are found by the court to have committed a violation of *F.S. 784.081* you will be expelled for a minimum period of one year [*F.S.1006.13(5)*].

**ZERO TOLERANCE OF SCHOOL RELATED CRIMES:** The School Board has zero tolerance for crimes, violence, weapons and drugs. Procedures include the reporting of acts that pose a serious threat to school safety at times when you are under the authority of the School Board. Such acts include, but are not limited to: [*F.S. 1006.13*].

- Homicide
- Sexual battery
- Armed Robbery
- Aggravated Battery
- Battery or aggravated battery on teacher or other school personnel
- Kidnapping or abduction
- Arson
- Possession, use or sale of controlled substances.
- Possession, use or sale of any firearm
- Possession, use or sale of any explosive device
- Making a threat or false report about placing or discharging any destructive device, bomb, or explosive

**Anyone who is a victim of a crime at school has the right to press charges against the offender.**

**SAFE HARBOR:** A student who inadvertently possesses or finds a prohibited object shall immediately notify school staff and surrender the object. Thus, a student may approach a school official and voluntarily surrender an object prohibited by the Code of Student Conduct without being subjected to discipline so long as the object (excluding a firearm) is one that the student could lawfully possess off school grounds. If a student

discovers an illegal item (i.e., drugs or weapons) or other contraband on school property or at a school function, the student may approach a school official and report the discovery. A student shall not be in violation of the Code of Student Conduct solely for making such a report. School officials shall make a determination after an investigation of the report. The Safe Harbor Provision may not apply if a search is ongoing in any location at the school, if the object is surrendered during a search, or if the object is not turned in prior to discovery by school staff. With respect to objects that have been turned over to school staff, the parent/guardian must make arrangements to pick up the object from the school, unless it is an object that must be turned over to law enforcement.

**TOBACCO PRODUCTS:** Students may not *use, possess, distribute or sell* tobacco products (including papers used to roll cigarettes) or electronic smoking device or products on school property, at school-sponsored events, at school bus stops or on school buses. In addition, it is unlawful for any person under 18 years of age to *knowingly possess* any tobacco product. [F.S. 386.212; 569.11]

### **ALCOHOL AND DRUGS**

The use of illegal drugs and the unlawful possession and use of alcohol are wrong and harmful and are violations of this Code. (**Prescription as well as over-the-counter medication shall be turned into the school nurse upon arrival to school**).

Students may not *possess, sell, transfer, distribute or use:*

- any alcoholic beverage,
- any controlled drugs,
- hallucinogens or
- similar substances

on school property, including buses, and at school-sponsored activities, except those specifically prescribed by a licensed physician.

1. Violation of this prohibition is a serious breach of conduct. The school will notify law enforcement officials and your parent(s) or guardian(s).
2. If a student possesses, uses or is under the influence of any item listed above, except under the direction of a licensed physician, students will be suspended from school for a period of five (5) to ten (10) days for the first offense and the principal may recommend the student be expelled. For a second offense, students will be suspended for ten (10) days and the principal will consider expulsion. The principal may consider the student's disciplinary record in other schools and school districts.
3. If a student sells any item listed above or that you represent to be any item listed above, you will be suspended from school for ten (10) days for the first offense and the principal will recommend that you be expelled. If you solicit a sale, transfer, or distribution other than selling, you will be suspended from school for five (5) to ten (10) days and the principal may recommend that you be expelled. For a second transfer or distribution offense, you will be suspended for ten (10) days and the principal will recommend that you be expelled.
4. Students may not use any legal substance to attain a mood-altering effect and you may not possess any equipment or device for preparing or taking drugs.
5. If you are found to be guilty of a felony the student may be recommended for expulsion.
6. Students may be entitled to a waiver of discipline or expulsion if you divulge information leading to the arrest and conviction of the person who supplied such controlled substance to you or if you voluntarily disclose your unlawful possession of such controlled substance prior to your arrest. A waiver also may be granted if you successfully complete a state-licensed drug abuse treatment program. [F.S. 1006.09]

If a student has a doctor's orders to take prescription medicine at school, it is important to first notify the school principal or designee so that you know the proper procedures to follow. For students with disabilities, the mandatory penalties provided by this policy shall be subject to the procedures for discipline of students with disabilities.

**BULLYING AND SEXUAL HARASSMENT:** Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, or destruction of property. F.S. 1006.147

TCSD treats bullying as a serious breach of the Code of Student Conduct. Students who engage in such conduct shall be subject to a range of consequences, including verbal or written reprimand, in-school suspension, out-of-school suspension, change of placement, and/or recommendation for expulsion.

1. It is the policy of the TCSD that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
2. The School Board will not tolerate bullying or harassment, including sexual harassment of any student or school employee:
  - a. During any education program or activity conducted by a public K-12 educational institution;
  - b. During any school-related or school-sponsored program or activity;
  - c. On a school bus of a public K-12 educational institution; or
  - d. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution.

If a student is found to have committed an act of bullying or harassment, including sexual harassment, or found to have falsely accused another as a means of bullying or harassment, the student may receive positive behavioral interventions or be disciplined up to and including suspension or expulsion. If you or your parent/guardian believes you have been the victim of bullying or harassment, immediately report the situation to a teacher, school counselor, school principal or designee, or other school staff.

**Cyber stalking/bullying** as defined in *F.S. 784.048 (1)(d)*, means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Taylor County has online reporting system located on the district website, [www.taylor.k12.fl.us](http://www.taylor.k12.fl.us). If a student sees someone being bullied or does not feel safe at school any student may use the link to report the problem. False reports will be considered bullying. Reports may be given anonymously.

FortifyFL-Suspicious activity reporting app:

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. You decide whether you want to include your name and contact information.



**Students with Disabilities:** For parents of students with disabilities – To assist you in making decisions regarding your child's education, please refer to the Taylor County School District ESE website ( <https://www.taylor.k12.fl.us/exceptionalstudenteducation> ) for information regarding transition planning and services, eligibility, placement, least restrictive environment, procedural safeguards and a list of contact organizations.

### **Student Health:**

Dear Parent/Guardian,

The Florida Department of Health in Taylor County, in cooperation with the County School District, will be providing student health screenings during this school year. These screenings are required by the School Health Services Act, section 381.0056 Florida Statutes, and are designed to detect health problems that could affect your child's learning or growth and development. Screenings are performed according to each child's grade, and as outlined in the School Health Plan. Please take a moment to consider these free services and the advantages to your child.

The routine screenings provided include:

- Vision Screening - school entry and grades K, 1, 3, 6
  - Hearing Screening - school entry and grades K, 1, 3, 6
  - Scoliosis Screening (Curvature of the Spine) – grade 6 only
  - Growth and Development (height and weight measurements) - grades 1, 3, 6, 9
  - Dental (Visual inspection) - as time allows
  - Opportunities to interact with the school nurse and school district social worker through individual counseling regarding any health and/or or social problems they may encounter.
- *The public water supply in Steinhatchee does not contain fluoride, therefore a weekly fluoride mouthwash program is offered to each student. **Signed parental permission** is required for this program.*

The routine screenings will be conducted by the school health staff. If your child's screening results are questionable, you will be notified in writing. **If you do not want your child to participate in this program, please notify your school in writing.**

### **Healthy School Initiative:**

Each school year, children in specified grades are measured for height and weight to monitor their physical growth and development. This school year we will be calculating your child's Body Mass Index (BMI). This calculation tells us if a child is in the normal range for height and weight or is outside the norm and has increased potential to develop certain chronic diseases during childhood or adulthood. BMI is the recommended screening method for children and adolescents. It is based upon a child's age and gender, calculated using a child's weight and height, and compared to standardized growth charts. BMI screening is an additional School Health service to assist in appraising, protecting, and promoting the health status of your child. It is intended to encourage good nutritional habits and healthy physical activity.

Additional School Health information and activities that will focus on healthy lifestyles and wellness will be available on the Taylor County School Web site at <https://www.taylor.k12.fl.us/studentwellness> and The Florida Department of Health in Taylor County Web site at [www.doh.state.fl.us/chdtaylor/](http://www.doh.state.fl.us/chdtaylor/).

If you have any questions, please feel free to call your school health nurse assigned to your school.

Sincerely,

*Kate Brooks BSN, RN*

School Health Nursing Supervisor

The Florida Department of Health in Taylor County/Taylor County School District  
850-838-2525 ext 109

**2020-2021 School Financial Report**  
**Educational Funding Accountability Act, Sec. 1010.215, F.S.**

Taylor County School District  
Taylor Middle School

Revenues						
	School	%	District	%	State	%
Federal	\$ 1,189,393	28.77%	\$ 6,827,844	22.04%	\$ 4,821,886,313	16.69%
State/Local (Excludes Lottery)	2,944,790	71.23%	24,063,989	77.68%	24,038,732,681	83.20%
Lottery	-	0.00%	-	0.00%	-	0.00%
Private	-	0.00%	87,886	0.28%	32,093,696	0.11%
<b>TOTAL</b>	<b>4,134,183</b>	<b>100%</b>	<b>30,979,719</b>	<b>100%</b>	<b>28,892,712,690</b>	<b>100%</b>

Operating Costs	PER FULL-TIME EQUIVALENT STUDENT			Total School Costs
	School	District	State	
Teachers/Teacher Aides (Salaries/Benefits)	\$ 3,875	\$ 4,696	\$ 5,424	2,085,703
Substitute Teachers (Salaries/Benefits)	See Footnote (1)	-	-	-
Other Instructional Personnel	952	1,277	1,241	479,318
Contracted Instructional Services	180	254	253	112,584
School Administration	442	679	653	358,077
Materials/Supplies/Operating Capital Outlay	558	378	275	205,751
Food Service	557	560	506	364,368
Operational and Maintenance of Plant	776	1,082	1,096	480,370
Other School Level Support Services	110	131	274	48,012
<b>TOTAL SCHOOL COSTS</b>	<b>7,450</b>	<b>9,057</b>	<b>9,722</b>	<b>4,134,183</b>

Additional Detail Information	PER FULL-TIME EQUIVALENT STUDENT			Total School Costs
	School	District	State	
Teacher/Teacher Aides (Salaries/Benefits)	\$ 3,251	\$ 3,932	\$ 4,517	\$ 1,424,279
Basic Programs	-	-	5,698	-
ESOL Programs	6,183	7,376	8,436	661,424
Career Education Programs	-	3,765	4,385	-
Adult Programs	-	-	-	-

Materials, Supplies, Operating Capital Outlay	PER FULL-TIME EQUIVALENT STUDENT			Total School Costs
	School	District	State	
Textbooks	\$ 6	\$ 19		\$ 3,536
Computer Hardware and Software	467	157		259,355
Other Instructional Materials	62	113		34,321
Other Materials and Supplies	(165)	144		(91,461)
Library Materials and Supplies	10	5		5,675

(1)-Total Cost of Substitute Teachers: \$ 16,345  
District Costs: The amounts above represent only school-level costs. No district-level costs have been included. District costs such as transportation and

### **Notice of Non-Discrimination**

The School Board of Taylor County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25. In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9. Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation. The lack of English language skills will not be a barrier to any opportunity or event associated with Taylor County Schools. The designated Equity and Title IX Coordinator as required by 34 C.F.R. 100.6(d) is Kiki Puhl, Director of Personnel, [kiki.puhl@taylor.k12.fl.us](mailto:kiki.puhl@taylor.k12.fl.us) and Sabrina Bethea, Supervisor of ESE and Student Services and Section 504 Coordinator, [sabrina.bethea@taylor.k12.fl.us](mailto:sabrina.bethea@taylor.k12.fl.us); 318 N. Clark St. Perry, FL 32347: 850-838-2500

The **Florida Educational Equity Act**, chapter 228.2001 Florida Statutes, requires that public education agencies regularly notify staff, students, and applicants for employment, parents, collective bargaining units, and the general public of its policies of non-discrimination. The information below is posted to comply with the requirements of the act.

The Taylor County Public School district does not discriminate the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its educational programs, services or activities or in its hiring or employment practices. Retaliation against an employee for engaging in a protected activity is prohibited. The District also provides equal access to its facilities to the Boys Scouts and other patriotic youth groups, as required by the Boys Scouts of America Equal Access Act.

Limited-English-Language skills will not be a barrier to admission or participation in educational programs including Career and Technical Educational programs. Such programs offered by the high school and Taylor Technical Institute include:

- Business, Management & Administration
- Health Science
- Human services
- Information Technology
- Manufacturing
- Architecture & Construction

Applicants/individual with disabilities requesting accommodations under the Americans with disabilities ACT (ADA) may call the district's Superintendent's Office at 850-838-2500 for assistance.

**Questions, complaints or request for additional information regarding discrimination or harassment may be sent to: Kiki Puhl, Director of Personnel, Taylor County School superintendent's Office, 318 North Clark Street, Perry, Florida 32347, Ph: 850-838-2500, email: [kiki.puhl@taylor.k12.fl.us](mailto:kiki.puhl@taylor.k12.fl.us)**

Parents, student or employees who have reason to believe that this policy has been violated may click here to access a printable form that can be filled out and returned.

SESIR:

*s. 1002.20(25), F.S. states "Parents of public school students have a right to access school safety and discipline incidents as reported pursuant to s. 1006.07(9)."*

Baker Act Attempt to Notify:

*s. 1002.20(1)1., F.S. states "The public school principal or the principal's designee shall make a reasonable attempt to notify the parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination pursuant to s. 394.463. For purposes of this subparagraph, "a reasonable attempt to notify" means the exercise of reasonable diligence and care by the principal or the principal's designee to make contact with the student's parent, guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the principal or the principal's designee must take the following actions: a. Use available methods of communication to contact the student's parent, guardian, or other known emergency contact, including, but not limited to, telephone calls, text messages, e-mails, and voice mail messages following the decision to initiate an involuntary examination of the student. b. Document the method and number of attempts made to contact the student's parent, guardian, or other known emergency contact, and the outcome of each attempt. A principal or his or her designee who successfully notifies any other known emergency contact may share only the information necessary to alert such contact that the parent or caregiver must be contacted. All such information must be in compliance with federal and state law".*

Timely Notification of threats, unlawful acts, significant emergencies:

*s. 1002.20(24), F.S. states "Parents of public school students have a right to timely notification of threats, unlawful acts, and significant emergencies pursuant to s. 1006.07(4) and (7)."*

# **Taylor County School District**

## **Laptop Computer Contract**

Student and families are expected to take care of the laptops and follow all usage guidelines at school. If a student is careless in using the laptop, he or she may lose the privilege of having an assigned laptop.

Any damage believed by school administrators to have been caused deliberately will be classified as vandalism. Damage to the laptops caused by accidents may not be covered under the manufacturer warranty. Students will be billed in full for repairs caused by vandalism, and disciplinary action, including exclusion from the use of laptop computers, may result.

Parent/Guardian will be responsible for the repair costs resulting from accidental or intentional damage.

Broken Display/Screen	\$200.00
Broken Keyboard	\$150.00
Broken Power Supply	\$40.00
Battery	\$40.00

Lost or Stolen Equipment: The Student must pay in full for any equipment issued to them that is lost. The following is a list of replacement costs.

Laptop	\$400.00
Power Supply	\$40.00

- I. Laptop computers issued are the property of Taylor County School District. Students have no ownership, interest, or right to title in the laptop computers.
- II. Taylor County School District is the sole licensee of the software included with the laptop computer. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this contract.
- III. Taylor County School District laptops are not to be used for personal profit or non-profit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses.
- IV. The laptops may not be used in the transmission or storage of copyrighted materials not in the name of the student of school.
- V. Students must handle the laptop computers with care.
- VI. Students must not use laptop computers or computer programs in any manner other than that for which it is intended.
- VII. Students must not install software onto laptop computers unless specifically authorized to do so by a school administrator.
- VIII. Students must not intentionally modify network configuration files or otherwise interfere with the functioning of the Taylor County School District computers.
- IX. Students must not intentionally transmit viruses and other such malicious computer programs via the Taylor County School District computers.

- X. Laptop computers will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore all Taylor County School District policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of laptop computers.
- XI. Students must not modify, upgrade, or attempt to repair laptop computers issued under this contract without the express permission of the school.
- XII. Students are responsible for all material sent by and/or stored on the laptop computer loaned to them. Students accept responsibility for keeping their laptop computer free from all pornographic material, inappropriate test files, or files dangerous to the integrity of Taylor County School District network, equipment, or software.
- XIII. Taylor County School District is not liable for any material sent by and/or stored on laptop computers issued to students via the Laptop Computer Agreement.
- XIV. Taylor County School District cannot guarantee that content stored on laptops issued in accordance with this contract will be private. Taylor County School District respects the rights of its students; however, the District is also responsible for servicing and protecting its property.
- XV. Taylor County School District reserves the right to monitor or access the hard drives of its laptop computers if it suspects or is advised of possible breaches or security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its laptop computers may contain information, data, or other intellectual property that belongs to another person.
- XVI. Taylor County School District will monitor and block all inappropriate web traffic on its laptops in accordance with CIPA law.
- XVII. Students will be expected to pay for damages determined to be beyond normal "wear and tear." Payment must be received in full during the same school year as the damaged occurred.

I have read these rules, and I agree to abide by these rules and the [TCSD Acceptable Use Policy](#).

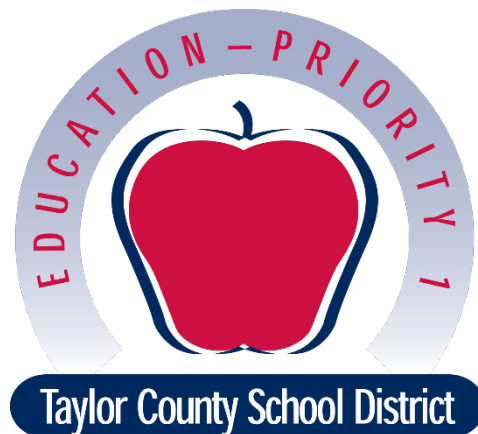
- I have Internet access.
- I DO NOT have Internet access.

Please Print Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Please Print Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
 Parent/Guardian Signature Date: \_\_\_\_\_

The School Board of Taylor County

# Information Technology Acceptable Use Policy & Procedures



This policy will provide guidelines for the use of information technology in the Taylor County School District. Acceptable uses of the network are activities which support learning and teaching.

(1) All use of information technology services shall be consistent with the mission, goals, policies, and priorities of the District. Successful participation in a network requires that its users regard it as a shared resource and that members conduct themselves in a professional, responsible, ethical, and legal manner while using the network.

- (a) Network accounts shall be used only by the authorized users of the accounts for the purposes specified. All communications and information accessible via the networks are the property of the School Board. Misuse shall result in the removal of participant access rights and authorization. Authorized users shall be ultimately responsible for all activity under their account and password.
- (b) Any use of the District's information technology for illegal, inappropriate, or obscene purposes, or in support of such activities, shall be prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the District's mission, goals, policies or procedures.
- (c) Any use of the District's information technology for commercial purposes, product advertisement or political lobbying shall be prohibited.
- (d) No guarantee can be made for the privacy of any communication on the network.
- (e) All network users shall adhere to the rules of copyright regarding software, information and the attribution of authorship.
- (f) The District cannot completely eliminate the possibility of unwanted access to users, nor can users be completely prevented from accessing services or information that is offensive to or inappropriate for certain groups of users. Individual users must be responsible for their own access and conduct in using District information technology.
- (g) Student use of the network shall be properly supervised.
- (h) Use of the network shall require a signed agreement to adhere to the acceptable use policy.

# **Information Technology Acceptable Use Policy**

**The School Board of Taylor County**



# Introduction

The Taylor County School District provides an exciting opportunity to expand learning for students and teaching for educators with the use of information technology. With this opportunity comes the responsibility for appropriate use.

## Overview

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. The District supports resources that will enhance the learning environment with *directed guidance* from the faculty and staff. The School Board does employ filtering technology that in most cases will block obscene, pornographic, harmful and other material inappropriate. It is impossible to control all materials on a global network, and a user may discover inappropriate information even with special controls in place, and even with close adult supervision in effect.

## Guidelines

Access to information technology is a privilege, not a right. If a user violates any of the acceptable use provisions outlined in this document, access to the network may be revoked. Some violations may also constitute a criminal offense and may result in school disciplinary or legal action.

### 1) Acceptable Use

- Must be in support of education and research consistent with district policy
- Must be consistent with the rules appropriate to any network being used/accessed

School and district administrators will make the final determination as to what constitutes acceptable use and their decision is final.

### 2) Netiquette

- Be polite.
- Do not use vulgar or obscene language.
- Use caution when revealing personal information.
- All online posting shall comply with [Family Educational Rights and Privacy Act](#).
- Electronic mail is not guaranteed to be private and is subject to Florida's Public Records Law.
- Do not intentionally disrupt the network or other users.
- Abide by generally accepted rules of network etiquette.

### 3) Security

- If you identify a security problem, notify a system administrator immediately.
- Do not show or identify a security problem to others.
- Do not reveal your account password or allow another person to use your account.
- Do not use another individual's account. Attempts to log on as another user may result in cancellation of privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

- Users may not connect computer equipment that is not School Board property to the network without prior authorization from the IT Department.

#### 4) Penalties

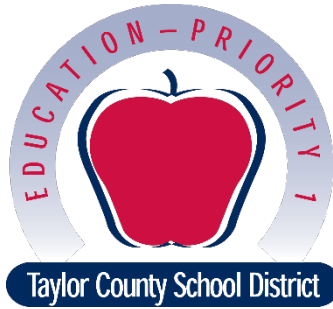
- Any user violating these provisions, applicable state and federal laws, or posted classroom and district rules is subject to loss of network privileges and any other District disciplinary options, including criminal prosecution.

#### 7) Unacceptable use

Unacceptable uses of electronic services or devices include but are not limited to:

- Violating the conditions of the [Florida State Board of Education's Administrative Rules](#) dealing with students' rights to privacy
- Using profanity, obscenity or other language which may be offensive to another user
- Violating copyright law
- Using the network for personal financial gain or for any commercial or illegal activity
- Activities that do not adhere to the District's mission, such as chain letters
- Partisan political activity, political or religious advocacy, or activities on behalf of organizations having no affiliation with Taylor County Schools
- Unauthorized fundraising or similar activities, whether for commercial, personal or charitable purposes, unless specifically authorized by the Superintendent or his/her designee
- Accessing, storing, processing, displaying, possessing, printing, or distributing offensive or obscene material such as pornography, hate literature, sexually offensive or other inappropriate information
- Annoying or harassing another person, such as by sending undesirable e-mail or taking and or posting photos/video without permission or displaying uninvited web sites or by using lewd or offensive language in an e-mail message.
- [Sexting](#) is prohibited and, in some cases, can be a criminal offence. [Florida Statute 847.0141](#)
- Making racist or sexist comments or any other statements which demean a person because of his/her race, sex, sexual orientation, national origin, age, disability, color, or religion
- Any other usage that may create a potential legal liability for the district or compromise the school district in any way
- Driving and texting is not allowed on school property or while operating a district owned vehicle.
- Any behavior that violates the District Social Media or [Anti-Bullying Policy](#).

All terms and conditions as stated in this document are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Florida and the United States of America.



## IT ACCEPTABLE USE POLICY AGREEMENT: STUDENT

PLEASE PRINT ALL INFORMATION:

Student's Full Name: \_\_\_\_\_

Parent/Guardian Full Name: \_\_\_\_\_

### STUDENT AGREEMENT:

I understand and will abide by the Taylor County School District Information Technology Acceptable Use Policy. I further understand that any violation of the terms and conditions of the Agreement or District Policies may constitute a criminal offense. Violations may result in the loss of my access privileges, school disciplinary action, and/or appropriate legal action.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENT OR GUARDIAN AGREEMENT (Also required if applicant is under the age of 18)

As the parent or guardian of this student, I have read the Taylor County School District Information Technology Acceptable Use Policy. I understand that this access is designed solely for educational purposes and the Taylor County School District has taken reasonable precautions to supervise Internet usage. However, I also recognize that it is impossible for the district to restrict access to all information or materials and I will not hold them responsible for materials acquired on the network. I also accept full responsibility for supervision of my child or ward outside of the school setting and at home. I hereby give permission to establish an account for my child and certify that the information contained on this application is true and correct to the best of my knowledge and belief.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# Taylor County Middle School

## Grades 6-8 Campus Behavior Referral Levels

Level 1	Level 2A	Level 2B	Level 3	Level 4
<ul style="list-style-type: none"> <li>-Cafeteria misconduct</li> <li>-Dress code violation (including any item deemed disruptive by the principal or their designee)</li> <li>-Tardy to school/class</li> <li>-Lack of cooperation, does not want to complete assignments or classwork, sleeping in class, not bringing materials</li> <li>-Possessing inappropriate items</li> <li>-Use of cell phone and smart watches without permission</li> <li>-Field Trip misconduct</li> <li>-Use of profane or obscene language</li> <li>-Public display of affection</li> <li>-Inappropriate Internet searches (not vulgar)</li> <li>-Unauthorized web/games/video streaming</li> <li>-Inappropriate student communication or sharing/collaborating using technology</li> <li>-Unauthorized movie streaming</li> </ul>	<ul style="list-style-type: none"> <li>-Disorderly Conduct</li> <li>-Disrespect</li> <li>-Disruptive behavior</li> <li>-Gestures and name calling to other students</li> <li>-Gambling or unauthorized sales</li> <li>-Disobedient/ non-compliant</li> <li>-Loitering on campus</li> <li>-Leaving class without permission (returning to class)</li> <li>-In hall without permission, wandering the halls</li> <li>-Electronic device misuse</li> <li>-Possession/ use of unauthorized medication, OTC</li> <li>-Behavior Putting Safety at Risk (Horseplay)</li> <li>-Pushing; shoving; slap-boxing</li> <li>-Insubordination</li> <li>-Throwing, propelling objects</li> <li>-Disrespecting staff/students through the use of technology</li> <li>-Possession of hacking tool</li> <li>-Filter Avoidance</li> <li>-Graphic/vulgar search</li> <li>-Minor damage</li> <li>-Accidental damage</li> <li>-Connecting to non-district hardware</li> </ul>	<ul style="list-style-type: none"> <li>-Careless act causing injury</li> <li>-Leaving campus without permission</li> <li>-Defiance of authority</li> <li>-Skipping class</li> <li>-Leaving class without permission (not returning to class)</li> <li>-Providing false information to a school board employee</li> <li>-Improper computer use, unauthorized entry into any computer system, logging into an account other than your own</li> <li>-Verbal Altercation</li> <li>-Minor network disruption (classroom)</li> <li>-Search containing threat of violence</li> </ul>	<ul style="list-style-type: none"> <li>-Disruption of school function</li> <li>-Hazing</li> <li>-Inciting/ Instigating a fight/Videoing a fight</li> <li>-Tampering with emergency equipment</li> <li>-Possession of tobacco, matches, lighters, electronic smoking products</li> <li>-Possessing using or under the influence of alcohol</li> <li>-Pulling fire alarm</li> <li>-Behavior Putting Safety at Risk with cause or intent to injure</li> <li>-Threatening to disrupt school</li> <li>-Gross disrespect/ misbehavior towards staff</li> <li>-Open display gang related</li> <li>-Disruption of school sponsored activity after school hours</li> <li>-Fighting</li> <li>-Possession or use of fireworks</li> <li>-Intimidation, threatening, harassment of other students</li> <li>-Intentionally making false accusations</li> <li>-Sexual misconduct; indecent proposition or contact or touching, pornographic materials</li> <li>-Sexting</li> <li>-Stealing or accessory to theft (less than \$300)</li> <li>-Entering or remaining in school property without permission</li> <li>-vandalism</li> <li>-possession of pocketknife with less than 2 ½ inch blade</li> <li>-Network security compromise</li> <li>-Major damage (non-accidental)</li> <li>-Altering information</li> </ul>	<ul style="list-style-type: none"> <li>-Sale or distribution of alcohol</li> <li>-Arson</li> <li>-Battery, when one or more student(s) physically attacks another student</li> <li>-Assault on school staff</li> <li>-Bomb threat</li> <li>-Breaking and entering/ Burglary into a school property</li> <li>-Major campus disruption</li> <li>-Possession, use or under the influence of drugs</li> <li>-Sale or distribution of drugs or controlled substances</li> <li>-Extortion/ Coercion/ Blackmail</li> <li>-Homicide, Kidnapping, other serious, harmful activities resulting in law enforcement intervention</li> <li>-Intimidating, threatening, harassment of school staff</li> <li>- Major campus disruption causing a large number of people to gather and behave in a violent or uncontrollable manner, rioting</li> <li>-Robbery</li> <li>-Stealing or accessory to stealing, buying and/or selling stolen property (over \$300)</li> <li>-Sexual contact, including intercourse, without force or threat of force</li> <li>-Sexual offense, Sexual Battery, Indecent exposure</li> <li>-Threatening to use or bring weapon</li> <li>-Possession or discharge of explosive device</li> <li>-Possession of weapons or firearms, lookalikes, imitation or dangerous objects which can be used to do bodily harm (all knives over 2 ½ inches)</li> <li>-Severe network disruption</li> <li>-Bullying/Harassment</li> <li>-Sexual harassment</li> <li>-Intimidation, threatening, harassment of other students through the use of a weapon, or its image, or any statement deemed a racial slur by the Principal or his/her designee</li> </ul>

Principals/ Assistant principals/ Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. A good faith effort to contact parent/guardian will be made during the referral process. Discipline for students with disabilities will be handled on an individual basis. The disciplinary decisions belong to the principal or designee to affect all situations as afforded by law.

Due to privacy and confidentiality, parents/guardians may NOT view video evidence of inappropriate behavior(s).

**Note: If any student reaches a 10<sup>th</sup> Level 2A referral or above, or 20<sup>th</sup> referral total, they will be referred to the Taylor County School Board for expulsion.**

**Examples of Restorative Practice but not limited to:**

- Breakfast/Lunch Detention with Essay
  - Time Out
  - Work Detail
  - Loss of Computer
  - Conflict Mediation
  - Behavior Reflection
  - Guidance Conference
  - Apology Letter
  - Behavior Essay
  - Restore/repair property damage
- ISS-** In School Suspension
- OSS-** Out of School Suspension

**Cell Phones:**

When a student is using a cell phone without permission, the cell phone will be collected by a faculty or staff member. The cell phone will then be turned in to the Dean's Office, at which time the student's parent/guardian will be contacted. The student's parent/guardian is then responsible for signing documentation in-person at the Front Office to retrieve their child's cell phone.

**Tardy to Class/Late to School**

When a student is tardy to class, or late to school, that student will receive a referral for that tardy. The first Tardy will result in a Student Warning and Teacher Parent Contact, the second Tardy will result in a Student Conference and Parent Contact from Administration, and every subsequent Tardy will result in one of the following: 1) Lunch Detention, 2) Restorative Practice After School, or 3) Completion of a BASE assignment, as assigned by the Dean or Principal's Designee. Failure to complete one of these by the date and time they are assigned will result in the student being given one day of ISS on the next school day. Furthermore, when students are being referred for expulsion for having 20 referrals, Tardy referrals will NOT be counted as part of them.

**Textbooks and Technology Devices:**

Textbooks and technology devices (ex. laptops) are loaned to students for use during the school year. Once assigned to a student, textbooks and technology devices are that student's responsibility. Since textbooks and technology devices are very expensive to replace (the average cost of a textbook is \$60.00 and laptop is \$200-400), students are asked to take special care in their use and storage. If a textbook or technology device is lost or damaged, the student will be asked to pay for that textbook or technology device. **Students will not be issued take-home textbooks if they owe for textbooks from previous years.**

## Discipline Matrix Grades 6-8

Level	1st	2nd	3rd	4th	5th	6 <sup>th</sup>	Repeated
1	Teacher Parent Contact; Warning/Restorative Practice	Parent Contact; Warning/Restorative Practice	Parent Contact; 1 Day Restorative Practice	Parent Contact; 3 Days Restorative Practice	Parent Contact; 1 Day ISS/ Restorative Practice	Parent Contact; 3 Days ISS/ Restorative Practice	Parent Contact; OSS/ Expulsion
2 A	Teacher Parent Contact; Warning/Restorative Practice	Parent Contact; 1 Day Restorative Practice	Parent Contact; 3 Days Restorative Practice	Parent Contact; 1 Day ISS/ Restorative Practice	Parent Contact; 3 Days ISS/ Restorative Practice	Parent Contact; 5 Days ISS/ Restorative Practice	Parent Contact; OSS/ Expulsion
2B	Parent Contact; 1-3 Days ISS/ Restorative Practice	Parent Contact; 3-5 Days ISS/ Restorative Practice	Parent Contact; 5 Days ISS/ Restorative Practice				Parent Contact; OSS/ Expulsion
3	Parent Contact; 3-5 Days OSS/ Restorative Practice	Parent Contact; 5- 10 Days OSS/ Restorative Practice	Parent Contact; 10 Days OSS/ Restorative Practice				Parent Contact; OSS/ Expulsion
4	Parent Contact; Immediate 10 Days OSS and Recommendation to School Board for Expulsion						

## ISS Rules and Expectations

1. Students will report on time and on the assigned day(s).
2. Students must turn in electronic devices/cell phones to teacher upon entering ISS until the end of day.
3. Students will bring books, pen/pencil, paper and enough schoolwork to be on task and productive the entire time. Any student that fails to bring assigned work from every class may receive an additional day of ISS. This work should be assigned by each student's teacher.
4. Any student that fails to report on his/her assigned day by the start of 1<sup>st</sup> period may receive an additional disciplinary consequence that could include, but not limited to, lunch detention, ISS or OSS.
5. Students will not talk or otherwise disrupt the orderly climate of the setting.
6. Students will not be out of their assigned seat. (Absolutely no passes will be issued to lockers, restrooms, etc.). If a student needs to use the restroom, they will be escorted to the restroom only during the first 15 minutes of each class period.
7. No form of sleeping will be allowed in ISS, this includes laying your head down, resting your head on your arm or hand, or sleeping. Students will comply with the above rules. Failure to do so will result in further disciplinary corrective action.

